

<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>		Work Assignment Number 02-31								
		<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000001								
Contract Number EP-C-08-010		Contract Period 12/16/2008 To 11/30/2011 Base                      Option Period Number    2								
Contractor SCIENTIFIC CONSULTING GROUP, INC, THE		Title of Work Assignment/SF Site Name Stakeholder Engagement Support								
Specify Section and paragraph of Contract SOW 2.4										
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval		Period of Performance From 03/07/2011 To 11/30/2011								
Comments:										
<input type="checkbox"/> Superfund                      Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
SFO (Max 2) <input type="checkbox"/>										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:		LOE:		236				
12/16/2008 To 11/30/2011										
This Action:						190				
Total:						426				
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee:		LOE:				
Cumulative Approved:				Cost/Fee:		LOE:				
Work Assignment Manager Name    Jeff Adams _____ (Signature)                                      (Date)						Branch/Mail Code: Phone Number    513-569-7835 FAX Number:				
Project Officer Name    Verla Sutton-Busby _____ (Signature)                                      (Date)						Branch/Mail Code: Phone Number:    202-564-6808 FAX Number:				
Other Agency Official Name _____ (Signature)                                      (Date)						Branch/Mail Code: Phone Number: FAX Number:				
Contracting Official Name    Renita Tyus _____ (Signature)                                      (Date)						Branch/Mail Code: Phone Number:    513-487-2094 FAX Number:    513-487-2109				

## **PERFORMANCE WORK STATEMENT**

**Contract Number:** EP-C-08-010

**Contractor:** Scientific Consulting Group, Inc

**Work Assignment Number:** 02-31 Amendment 1

**A. Title:** Stakeholder Engagement Support for Technology Innovation and Research Activity under Safe and Sustainable Water Resources Program

**B. Estimated Period of Performance:** CO Approval – November 30, 2011

**C. Work Assignment COR:**

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### **D. Background Information**

EPA's Office of Research and Development (ORD) is pursuing the necessary steps to achieve USEPA Administrator Jackson's goal to develop and deploy innovative environmental technologies in a manner that results in economic growth while protecting human health and the environment. This goal would, in part, be accomplished through the establishment of regional technology innovation clusters (RTIC). A goal of the RTIC collaboration is to establish the region as a global leader in sustainable environmental technology innovation, with an initial emphasis on water. The mission is to develop and

commercialize innovative technologies to solve environmental challenges and spur sustainable economic development and job creation. Objectives include:

- Develop, test, and commercialize technologies, with an initial focus in water
- Attract the best and brightest scientists and entrepreneurs
- Promote economic development through the creation and attraction of jobs and investment
- Become the world's source for practical solutions and sustainable practices

The Cluster activity is one complementary subset of EPA's efforts to identify sustainable environmental technologies and tools. In the bigger picture, EPA's ORD is realigning its current Drinking Water and Water Quality Research programs into a single research program called Safe and Sustainable Water Resources (SSWR). The SSWR research program will strive to develop sustainable solutions to 21<sup>st</sup> century problems by integrating research on social, environmental, and economic outcomes in solving the water resource problems of the 21<sup>st</sup> century.

The SSWR research framework currently includes five programmatic challenges:

1. Cost effective nutrient pollutant reduction strategies that protect aquatic ecosystems from nutrient pollution and enable recovery/restoration of impacted waters.
2. More efficient and effective in managing and/or regulating both known and emerging chemicals of concern.
3. Regulatory strategies to protect human health from new and emerging pathogens.
4. Tools, technology, and approaches for sustainable water infrastructure that ensures public health protection.
5. Systems approaches to protect watersheds, including groundwater resources, in order to better restore and protect sustainable water resources.

Based on initial planning, focal problems under SSWR have been categorized into six areas: Energy & Mineral extraction/injection, Nitrogen & Phosphorus Pollution, Agriculture-Food & Energy, Watershed Ecosystem Protection, Built Infrastructure, and Chemicals/Microbials. Current planning activity is focused on formulating science questions within this framework. Next steps include a Scientist-to-scientist stakeholder meeting scheduled March 14-15 2011, and further development of the SSWR Research Portfolio.

**The purpose of this Amendment** is to provide technical/logistical support for the upcoming Scientist-to-scientist SSWR stakeholder meeting scheduled March 14-15 2011 in Cincinnati, Ohio.

#### **E. Performance Work Statement**

**Task 1: Technical support for the SSWR Scientist-to-scientist stakeholder meeting scheduled March 14-15 2011 in Cincinnati, Ohio.**

This task involves contractor support for preliminary planning, on-site activities, and post-meeting report preparation and distribution associated with convening the Scientist-to-scientist SSWR stakeholder meeting scheduled March 14-15, 2011, at the Hilton Cincinnati Netherland Plaza hotel in Cincinnati, Ohio.

## **1. Meeting Support:**

The contractor shall provide technical support for the SSWR stakeholder meeting to be conducted at the Hilton Cincinnati Netherland Plaza hotel in Cincinnati, Ohio.

Approximately 200 participants are anticipated to attend the Scientist-to-scientist stakeholder meeting. The stakeholder conference is anticipated to cover a duration of two calendar days. The contractor is not responsible for logistical support associated with obtaining hotel services and space issues. The meeting is scheduled for March 14-15, 2011. Below is a description of the type of meeting support that shall be provided.

### **1.1 Space and conference equipment**

The contractor will not provide space and conference-wide equipment as these needs will be provided by the hotel services.

### **1.2 Meeting preparation**

The contractor shall:

- Collaborate in the development of the meeting agenda and planning of the technical meeting strategy with the EPA project workgroup and possibly other external collaborators. The EPA WA COR will provide technical direction as appropriate.
- Further develop, prepare, and distribute meeting agendas, electronic invitations to attend meetings, and tracking responses to invitations, as appropriate and needed. The meeting agenda shall be developed in coordination with an EPA project workgroup, and possibly other external organizations and consultants
- The contractor shall develop presentation slides for the stakeholder meeting as appropriate and determined in the planning phase thru technical direction from the EPA WA COR. In such cases, the contractor shall develop draft, interim, and final versions of presentation slides.
- The contractor shall review and evaluate all notes and presentations delivered to EPA to ensure accuracy and technical soundness.
- Synthesize and distribute meeting logistical information such as directions if needed
- Generate meeting logistical materials including signs, name badges, table tents, sign up lists if needed and determined during planning
- Synthesize, do copying, and distributing background information and supporting information sheets in meeting notebooks, as necessary
- Collect speaker presentations and breakout group notes
- Prepare meeting notebooks if needed and determined during planning
- Provide CD-ROMs or jump drives with electronic copies of meeting presentations for use by the speakers during the meetings if needed

### **1.3 Onsite support**

The contractor shall:

- Provide an effective onsite note-taker for meeting-wide documentation. The note-taker shall use contractor-supplied audio recording equipment as needed.
- Provide an on-site logistics coordinator who shall have experience in convening

technical meetings if determined to be necessary during the planning phase.

#### **1.4 Reporting**

The contractor shall:

- Prepare and disseminate (via email or other digital media transfer) all the presentation materials from the meetings (PowerPoint Presentations, notes, etc.) to the EPA WA COR and relevant participants.
- Prepare draft(s) and final meeting reports. The first draft shall be due within 1 week of the meeting and the final within 2 weeks of the meeting. The draft meeting report shall be prepared and submitted to the EPA WA COR and relevant meeting participants for review and comment. Contents of the meeting report shall be determined during the planning phase but anticipated to include meeting discussion summaries, meeting handouts, notes, and other documentation which may include a discussion of next progress steps for developing the SSWR research portfolio.

#### **F. Special Reporting**

The contractor's Monthly Progress Report shall include a detailed description of any technical direction issued by EPA and accepted by the contractor. The contractor shall maintain a list of all accepted technical direction issued during the WA.

#### **G. Schedule of Deliverables:**

Unless otherwise directed by the EPA WA COR in writing, the contractor shall deliver all deliverables electronically in Microsoft Word, Excel, Access, and/or PowerPoint. All due dates below are calendar days, weeks, or months unless otherwise noted.

<b>Task</b>	<b>Tasks / Task Description</b>	<b>Deadlines</b>
	Work Plan	Within 15 calendar days after receipt of work assignment
<b>Task 1: Technical support for the SSWR Scientist-to-scientist stakeholder meeting scheduled March 14-15 2011 in Cincinnati, Ohio.</b>		
	Workgroup planning/preparation meetings as needed	Per technical direction from the EPA WA COR

Task	Tasks / Task Description	Deadlines
	<p>Prepare/provide support for SSWR Stakeholder meeting activity, perform reporting and dissemination of meeting documentation.</p> <p>Prepare draft(s) and final meeting reports.</p>	<p>Meeting scheduled March 14-15, 2011. Deadlines based on workgroup planning and technical direction from the EPA WA COR.</p> <p>The first draft shall be due within 1 week of the meeting and the final within 2 weeks of the meeting.</p>

### **MANAGEMENT CONTROLS**

Periodic meetings between the EPA and contractor work assignment managers are encouraged to discuss any questions that may arise during performance or completion of this work assignment. At the EPA WA COR's discretion, these meetings may occur via teleconference or video conferences. The contractor shall document these meetings and submit copies of this correspondence to the EPA WA COR.

The EPA WA COR may identify one or more EPA technical representatives for this work assignment. Interaction between the contractor and any EPA technical representative(s) designated by the EPA WA COR is solely for the purpose of presenting and discussing the information, analyses, results, or presentations related to this work assignment. The interaction will be technical communication vice technical direction. Per the technical direction clause EPAAR 1552.237-71 of the contract, the EPA PO COR and the EPA WA COR or alternate EPA WA COR are the only representatives of the CO authorized to provide technical direction

### **TRAVEL**

Per the contract clause Local LC-31-08, Approval of Contractor Travel, any non-local travel directly chargeable to this work assignment shall be submitted and approved for the meeting dates: March 14-15, 2011 at the Hilton Cincinnati Netherland Plaza hotel in Cincinnati, Ohio.

**EPA**United States Environmental Protection Agency  
Washington, DC 20460**Work Assignment**

Work Assignment Number

02-31

☐ Other ☐ Amendment Number:

Contract Number

EP-C-08-010

Contract Period 12/16/2008 To 11/30/2011

Base

Option Period Number 2

Title of Work Assignment/SF Site Name

Stakeholder Support for RTIC

Contractor

SCIENTIFIC CONSULTING GROUP, INC, THE

Specify Section and paragraph of Contract SOW

Purpose:



Work Assignment



Work Assignment Close-Out



Work Assignment Amendment



Incremental Funding



Work Plan Approval

Period of Performance

From 01/04/2011 To 11/30/2011

Comments:



Superfund

## Accounting and Appropriations Data



Non-Superfund

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

SFO

(Max 2)



Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

## Authorized Work Assignment Ceiling

Contract Period:

Cost/Fee:

LOE: 0

12/16/2008 To 11/30/2011

This Action:

236

Total:

236

## Work Plan / Cost Estimate Approvals

Contractor WP Dated:

Cost/Fee:

LOE:

Cumulative Approved:

Cost/Fee:

LOE:

Work Assignment Manager Name Jeff Adams

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Phone Number 513-569-7835

FAX Number:

(Signature)

(Date)

Project Officer Name Verla Sutton-Busby

Branch/Mail Code:

Phone Number: 202-564-6808

FAX Number:

(Signature)

(Date)

Other Agency Official Name

Branch/Mail Code:

Phone Number:

FAX Number:

(Signature)

(Date)

Contracting Official Name Renita Tyus

Branch/Mail Code:

Phone Number: 513-487-2094

FAX Number: 513-487-2109

(Signature)

(Date)

**PERFORMANCE WORK STATEMENT**

**Contract Number:** EP-C-08-010

**Contractor:** Scientific Consulting Group, Inc

**Work Assignment Number:** 02-31

**A. Title:** Stakeholder Engagement Support for a Regional Technology Innovation Cluster

**B. Estimated Period of Performance:** CO Approval – November 30, 2011

**C. Work Assignment COR:** Jeffrey Adams  
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**D. Background Information**

The National Risk Management Research Laboratory (NRMRL) is pursuing the necessary steps to achieve USEPA Administrator Jackson's goal to develop and deploy innovative environmental technologies in a manner that results in economic growth while protecting human health and the environment. This goal would, in part, be accomplished through the establishment of a regional technology innovation cluster (RTIC) in the Ohio-SW, Kentucky, and Indiana tri-state area.



A goal of the RTIC collaboration is to establish the region as a global leader in sustainable environmental technology innovation, with an initial emphasis on water. The mission is to develop and commercialize innovative technologies to solve environmental challenges and spur sustainable economic development and job creation. Objectives include:

- Develop, test, and commercialize technologies, with an initial focus in water
- Attract the best and brightest scientists and entrepreneurs
- Promote economic development through the creation and attraction of jobs and investment
- Become the world's source for practical solutions and sustainable practices

Regional technology innovation clusters (RTICs) are geographic concentrations of interconnected firms - businesses, suppliers, and service providers and supporting institutions, local government, business chambers, universities, investors, and others that work together in an organized manner to promote economic growth and technological innovation. The idea to form a regional technology cluster in Ohio, Kentucky and Indiana stems from a U. S. Environmental Protection Agency (EPA) and U.S. Small Business Administration (SBA) initiative that recognizes the importance of harnessing regional expertise to encourage economic development, and environmental and human health protection. This idea was embraced by the region, which saw an opportunity to build and maintain a vibrant, technology-driven economy that influences positive change in the way we protect human health and the environment. The region, through the efforts of nine of its leaders, drafted the vision and mission for the cluster. During an initial planning meeting, held Oct. 20, 2010, more than 60 stakeholders from universities, large corporations, emerging companies, Federal government, state government, local government, and economic development, formed a steering committee to further investigate and develop this opportunity.

Following the October 2010 Greater Cincinnati-Dayton Regional Technology Innovation Cluster (RTIC) initial planning meeting the steering committee has taken the ideas and directions provided by our group and made significant headway in developing a course of action which will further guide the cluster into operation. A second stakeholder meeting is being planned and scheduled for mid-January 2011 (tentative date, January 12, 2011) to share new information and provide an opportunity for stakeholders to interact with new members of the steering committee and hear perspectives from their respective sectors. The upcoming stakeholder meeting will concentrate on the preliminary framework for the cluster, which includes the following focus areas:

- Commercialization
- Research and Innovation
- Economic development
- Education and workforce training
- Water stewardship

One objective of this meeting is to gather input to finalize the cluster's operating framework so we can continue to achieve our goal of developing a water technology

cluster. The work achieved during this meeting will be recognized by EPA Administrator Lisa P. Jackson and SBA Administrator Karen Mills during a formal announcement scheduled for January 18, 2011 in Cincinnati.

The purpose of this Work Assignment is to provide logistical and technical support for the planning, conduct, and follow-up of the second RTIC stakeholder meeting.

## **E. Performance Work Statement**

### **Task 1: Project Kick-off Meeting**

A project kick-off meeting shall be conducted among the contractor project team and EPA project workgroup to discuss project planning details, activities, and schedule. The kick-off meeting shall be conducted immediately at the start of the WA. The meeting shall be conducted via conference call.

Deliverables: Initial kick-off planning meeting among the contractor project team and EPA team members. Meeting minutes provided to WA COR and participants.

### **Task 2: Stakeholder Meeting Support for the Regional Technology Innovation Cluster**

This task involves contractor support for planning and convening the second RTIC stakeholder meeting held at the USEPA Andrew W. Breidenbach Environmental Research Center (AWBERC) facility in the Cincinnati, Ohio.

## **2. Meeting Support:**

The contractor shall provide logistical and technical support for the second RTIC stakeholder meeting located at the AWBERC EPA facility. Approximately 60 participants are anticipated to attend the RTIC stakeholder meeting. The stakeholder conference duration is anticipated to be about 4-8 hours total. This Stakeholder meeting is anticipated to cover a period over no more than two calendar days. EPA anticipates that the RTIC stakeholder conference will be held mid-January 2011 (tentative date, January 12, 2011). This stakeholder conference will involve significant open discussion led by a meeting facilitator provided by the RTIC planning group and will not be provided by the contractor. Below is a description of the type of logistical support that shall be provided.

### **2.1 Space and equipment**

The contractor shall

- Coordinate planning with the EPA WA COR and other designated planning group members in identifying and preparing suitable meeting space at the AWBERC campus in the Cincinnati. WA COR will provide technical direction as appropriate.
- Coordinate planning of meeting room and exhibit space and support as needed. WA COR will provide technical direction as appropriate
- Secure audiovisual support, teleconferencing, and audiotape recording during the onsite meetings, as needed.

## **2.2 Meeting preparation**

The contractor shall

- Collaborate in the development of the meeting agenda and planning of the technical meeting strategy with the EPA project workgroup and possibly other external collaborators. The WA COR will provide technical direction as appropriate.
- Further develop, prepare, and distribute meeting agendas, electronic invitations to attend meetings, and tracking responses to invitations, as appropriate. The meeting agenda shall be developed in coordination with an EPA project workgroup, and possibly other external organizations and consultants
- The contractor shall also develop presentation slides and/or give presentation(s) at a workgroup or stakeholder meeting, as described in technical direction from the EPA WA COR. In such cases, the contractor shall develop draft, interim, and final versions of presentation slides. The contractor shall review and evaluate all notes and presentations delivered to EPA to ensure accuracy and technical soundness.
- Synthesize and distribute meeting logistical information such as directions
- Generate meeting logistical materials including signs, name badges, table tents, sign up lists, etc.
- Synthesize, do copying, and distributing background information and supporting information sheets in meeting notebooks, as necessary
- Collect speaker presentations (e.g., PowerPoint slides)
- Prepare meeting notebooks
- Provide CD-ROMs or jump drives with electronic copies of meeting presentations for use by the speakers during the meetings

## **2.3 Onsite support**

The contractor shall

- Provide an effective onsite note-taker
- Provide an on-site logistics coordinator who shall have experience in convening technical meetings, and performing registration activities. The person shall also synthesize, copy, and distribute information onsite including action item lists, brief summaries, etc., as necessary
- Provide onsite logistical, audiovisual, and (if needed) teleconferencing support and audiotape recording during the meetings

## **2.4 Reporting**

The contractor shall

- Prepare and disseminate a CD-ROM or other suitable media containing all the presentation materials from the meetings (PowerPoint Presentations, etc.) to the EPA WA COR and relevant participants
- Prepare draft(s) and final summary reports. The first draft shall be due within 1 week of the meeting and the final within 3 weeks of the meeting. The draft meeting summary shall be prepared and submitted to the EPA WA COR and relevant meeting participants for review and comment.

**Deliverables:** The contractor shall provide logistical and technical support for the RTIC stakeholder conference/meeting activity. Provide meeting notes, draft, interim, and final versions of presentations as specified.

## F. Special Reporting

The contractor's Monthly Progress Report shall include a detailed description of any technical direction issued by EPA and accepted by the contractor. The contractor shall maintain a list of all accepted technical direction issued during the WA.

## G. Schedule of Deliverables:

Unless otherwise directed by the EPA WA COR in writing, the contractor shall deliver all deliverables electronically in Microsoft Word, Excel, Access, and/or PowerPoint. All due dates below are calendar days, weeks, or months unless otherwise noted.

Task	Tasks / Task Description	Deadlines
	Work Plan	Within 15 calendar days after receipt of work assignment
<b>Task 1: Project Kick-off Meeting and Workgroup Planning</b>		
	Kick-off meeting among Contractor, EPA and other workgroup members	Within 3 days after work assignment approval
<b>Task 2: Stakeholder Meeting Support for Regional Technology Innovation Cluster</b>		
	Workgroup planning/preparation meetings as needed	Per technical direction from the EPA WA COR
	Prepare/provide support for RTIC Stakeholder meeting activity, perform reporting and dissemination of meeting documentation.	Anticipated to be held January 12, 2011. Based on workgroup planning and technical direction from the EPA WA COR.
	Prepare and disseminate a CD ROM or other suitable media containing the meeting material.	First draft due within 1 week of the meeting and final within 3 weeks of the meeting

## **MANAGEMENT CONTROLS**

Periodic meetings between the EPA and contractor work assignment managers are encouraged to discuss any questions that may arise during performance or completion of this work assignment. At the EPA WA COR's discretion, these meetings may occur via teleconference or video conferences. The contractor shall document these meetings and submit copies of this correspondence to the EPA WA COR.

The EPA WA COR may identify one or more EPA technical representatives for this work assignment. Interaction between the contractor and any EPA technical representative(s) designated by the EPA WA COR is solely for the purpose of presenting and discussing the information, analyses, results, or presentations related to this work assignment. The interaction will be technical communication vice technical direction. Per the technical direction clause EPAAR 1552.237-71 of the contract, the EPA PO COR and the EPA WA COR or alternate EPA WA COR are the only representatives of the CO authorized to provide technical direction

## **TRAVEL**

Per the contract clause Local LC-31-08, Approval of Contractor Travel, any non-local travel directly chargeable to this work assignment shall be submitted and approved by the proposed travel dates: mid-January, 2011 in Cincinnati, Ohio.